

SECTION 14

LAPTOP POLICY



NALEDI LOCAL MUNICIPALITY

Council resolves to adopt the following proposal as the Laptop Policy of the Naledi Local Municipality

Policy effective date:	[30 May 2012]
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1. INTRODUCTION

- 1.1. It is essential that officials and councillors be capacitated and supplied with all the tools necessary to perform their duties.
- 1.2. Due to the heavy workload and busy schedule experienced by many officials and councillors the need for mobile computing solutions has become paramount in the efficient and effective execution of their duties.
- 1.3. A laptop policy that takes into account the needs and requirements of both the Municipality and its officials and councillors is therefore vitally important.
- 1.4. Any changes to this policy, as required from time to time, shall be presented and motivated to Council by the Municipal Manager.

2. BACKGROUND

The purpose of this policy is to:

- 2.1. To empower the officials and councillors of the Municipality by supplying them with the necessary IT equipment that will after a period of time become their personal property.
- 2.2. Ensure that all laptop costs incurred by the municipality are incurred in an efficient and effective manner to the best benefit of officials, councillors and the Municipality.

3. DEFINITIONS

“User”	This is the person using the computer (PC) whether it is connected to the network or not. This is also the person who is responsible for the computer.
“Network”	A network is a state where all the computers linked together function to share information and services. The network is used to gain access to resources such as a mainframe, network file servers, Internet, modems, printers and scanners.
“User ID”	It is the ID or name a user is defined with on the network. It is a unique name and will not have a duplicate on the network.
“File server”	A file server is a powerful computer used on the network running a network operating system enabling network users to access certain resources managed by the file server such as printers and hard disks.

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"Helpdesk"	The Helpdesk is the function where first line support is given and where faults are logged for second and third line support. This function acts as the buffer between the network support personnel and the user.
"Hardware"	This is the physical equipment that can be touched and seen and includes the keyboard, mouse, system unit, screen and printer.
"Software"	This is the part of computers that cannot be touched but is loaded onto the hardware to give the computer the functionality to perform the given tasks.
"Mainframe"	A mainframe is a very powerful computer that does all processing ("work") on the mainframe itself. The mainframe is used to run applications and systems for use in the government that require high processor performance and storage space.
"Pirate Software"	This is software being downloaded or obtained for which there is no legal license certificate and no payment was made to obtain such a product. Such software is used illegally. This is software that does not fall under the freeware banner and that is charged for by the respective owners under international laws and treaties. International laws These are laws made in other countries and by the use of certain software or abuse there-of makes the user directly liable, accountable and responsible for his/her actions in this regard. Charges may be brought against a person in accordance with these laws.
"Freeware"	Software that is free and requires no licensing fees
"IT"	The acronym for Information Technology. Information Technology is the handling, management and distribution of information using technology that can be either electronic or manual and range from the spoken to the written word. In this sense however IT refers to the utilisation of technology commonly known as computers and related equipment and software.

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4. AUTHORISATION

For purposes of implementing this policy:

- 4.1. Only the Municipal Manager or his delegate may authorise the allocation of a council owned laptop to an official or councillor, provided the expenses to be incurred are on the approved budget of the relevant department and sufficient funds are available.
- 4.2. Only the Municipal Manager or his delegate may authorise the disposal of a council owned laptop to an official or councillor at the end of the laptop's useful lifespan, which for the purposes of this policy is regarded as 3 years.
- 4.3. The appointment of an official or councillor to a specific qualifying position does not automatically entitle the official to be allocated a council owned laptop. The required authorisation must still be obtained from the Municipal Manager or his/her delegate in all cases.
- 4.4. The awarding of a council owned laptop does not automatically entitle an official or councillor to a new council owned laptop after 3 years. Only the Municipal Manager or his delegate can authorize the renewal of such.
- 4.5. The Municipality reserves the right to withdraw the allocation of a council owned laptop at any time.

5. CONDITIONS AND PROCEDURES

- 5.1. Only officials or councillors that require the use of computer equipment in the execution of their duties (based on the discretion of the Municipal Manager or his/her delegate) are entitled to be allocated a council owned laptop. Officials have to enter into an agreement with the Municipality with regards to his / her laptop. (Refer to Annexure A for the agreement)
- 5.2. The type of laptop, specifications of hardware, software and resulting cost of the council owned laptop to be allocated to a qualifying official or councillor is at the discretion of the Municipal Manager or his delegate in consultation with the specific department head and the IT technician of the Municipality, taking into account the specific tasks to be completed.
- 5.3. All costs related to the acquisition and maintenance of a council owned laptop is for the account of the Municipality.
- 5.4. All acquisitions of council owned laptops will be handled by the SCM Unit in the Finance Department and laptops will be delivered to the Finance Department only. No official or councillor will be allowed to receive any laptop until such time as the laptop has been registered in the laptop register of the Municipality, bar-coded, insured and entered into the Fixed Asset Register. On receipt of the laptop by the official or councillor the laptop register must be signed as proof of receipt.
- 5.5. The laptop register should contain at least the following information:

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- Name of finance clerk taking laptop into receipt;
- Description and model of laptop;
- Serial number;
- Purchase voucher number;
- Date of purchase;
- Value;
- Allocated asset number;
- Name of official to receive laptop;
- Department of official to receive laptop;
- Date allocated; and
- Signature of official collecting laptop

5.6. Council owned laptops are depreciated in accordance with the Fixed Asset Policy of the Municipality.

5.7. The official or councillor shall maintain the council owned laptop in a good working condition and in such a way that only normal depreciation in respect of the council owned laptop shall occur.

5.8. The allocated laptop remains the property of the Municipality for the full 3 years and all rights thereto rests with the Municipality.

5.9. The council owned laptop shall only be serviced by Municipal approved service providers by the Municipality directly.

5.10. All approved software shall be installed under supervision of the Municipality by Municipal approved technicians. The official or councillor shall not be entitled to install or load onto the computer any unauthorized, illegal, unregistered or offensive programs, software or material.

5.11. Council owned laptops are insured by the Municipality to the account of the Municipality.

5.12. Any and all insurance claims with regards to council owned laptops will be handled by the Finance Department directly. Refer to the Insurance Management Policy.

5.13. All excess payments due on successful insurance claims will be for the account of the Municipality.

5.14. In the case of insurance claims on council owned laptops that in the opinion of the insurer prove to be unsuccessful due to negligence on the part of the official or councillor, the

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official or councillor will be held liable and will be responsible to pay for the costs of a replacement laptop.

- 5.15. After the lifespan of the laptop, an independent valuer must determine the market value of the laptop.
- 5.16. After the market value is determined, the councillor or employee of the Naledi Local Municipality will have the first option to buy the laptop at the determined market value. If the laptop is not sold, all employees and councillors may be given the chance to bid for the laptop.
- 5.17. All employees must have an equal chance to bid and no employee may be privileged in this regard.
- 5.18. An employee's bid may not be less than the market value of the laptop. If an employee makes a bid lower than this value, the bid will not be accepted. The market value will be known to all and considered as the minimum bid for the laptop. The employee who submits the highest bid will be entitled to purchase the laptop.
- 5.19. In the instance where an employee or councillor does not buy the laptop, the Municipality may put the laptop up for public auction.
- 5.20. The bid at a public auction may not be lower than the residual value of the laptop. If the laptop is not auctioned, it will be donated to a school of the council's choice.
- 5.21. At the express discretion of the Municipal Manager or his/her delegate the minimum period of can be waived in order to make the laptop available for purchase by the councillor or official at the determined market value in the following cases:
 - 5.21.1. End of term of Council
 - 5.21.2. End of contract for officials
 - 5.21.3. Pension retirement
 - 5.21.4. Disability retirement
 - 5.21.5. Resignation
- 5.22. The provision of the council owned laptop is meant to enable the official or councillor to perform all official duties as far as computer processing is concerned. The council owned laptop is therefore not regarded as a right, but rather an enabling tool to perform duties as required for the specific position.
- 5.23. As the council owned laptop is supplied to a qualifying official or councillor it is expected of the official or councillor to utilise the laptop for Council related activities.
- 5.24. The Municipal Manager or his delegate can at his discretion decide to revoke an official or councillor's right to a council owned laptop should there be any reason to believe that the council owned laptop is being abused or not treated in accordance with this policy. The Municipal Manager or his delegate can determine the period by which the council owned laptop is revoked, either temporarily or permanently.

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5.25. The council owned laptop is allocated to qualifying officials and councillors by the Municipal manager or his delegate with due consideration of the Municipality's Fixed Asset policy, Supply Chain Management policy and all IT related policies on security and usage.

5.26. The Municipality reserves the right to:

- Audit any laptop at any stage without prior warning.
- Change or remove parts from a laptop.
- Not backup any non work related files.

6. USER RESPONSIBILITIES

6.1. Laptops must be secured to a fixed structure by a security cable.

6.2. User profiles should be logged off when employees are away from their computers.

6.3. All work should be saved on the prescribed drive to ensure that data will be backed up by the IT department.

6.4. If suspicion arise that laptop's hardware, software or data has been tampered with, the IT department must be informed immediately.

6.5. Offices must be locked when vacant, if laptops are stationed on desks.

6.6. Officials should not allow other officials to work on laptops allocated to them.

6.7. Passwords and usernames should not be shared or written down on documents.

6.8. Never connect any new hardware to the laptop, unless approved by the IT department.

6.9. Do not disable or remove any software from official computers.

6.10. The following may never be installed on official computers:

- Screen savers;
- Games;
- Music download software;
- Messenger software;
- News readers or ticker tape services; and
- Software that claims to remove spyware or viruses.

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7. LEGAL REQUIREMENTS

- 7.1. Officials or councillors will be held liable for any unauthorised expenses as well as expenditure where there is not acceptable documentary proof.
- 7.2. In any instances where this policy is contrary to any act or legislation of the Republic of South Africa, the act or legislation shall take precedence

8. DELEGATION OF POWERS AND AUTHORITY

8.1. Delegation

This policy should be applied with due observance of the municipality's policy with regard to delegated powers. Such delegations refer to delegations between the Council and Municipal Manager as well as between the Municipal Manager and other responsible officials. All delegations in terms of this policy document should be recorded in writing.

8.2. Authority

Any deviation from this policy for whatsoever reason must be authorized by the Municipal Manager and in the case of the municipal manager, the Mayor will authorize.

9. IMPLEMENTATION OF THIS POLICY

- 9.1. This policy will be effective from the date the policy is approved per council resolution.
- 9.2. The implementation of this policy cannot be backdated and all sections thereof will only be implemented from date of approval.